



## Eve Learning User Guide

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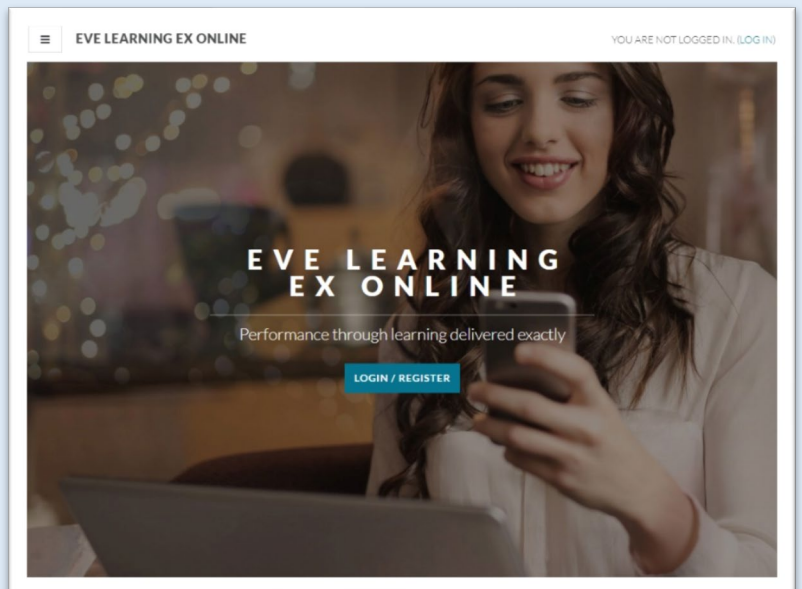


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### Login / Register

Go to <https://health.evelearningex.com/>

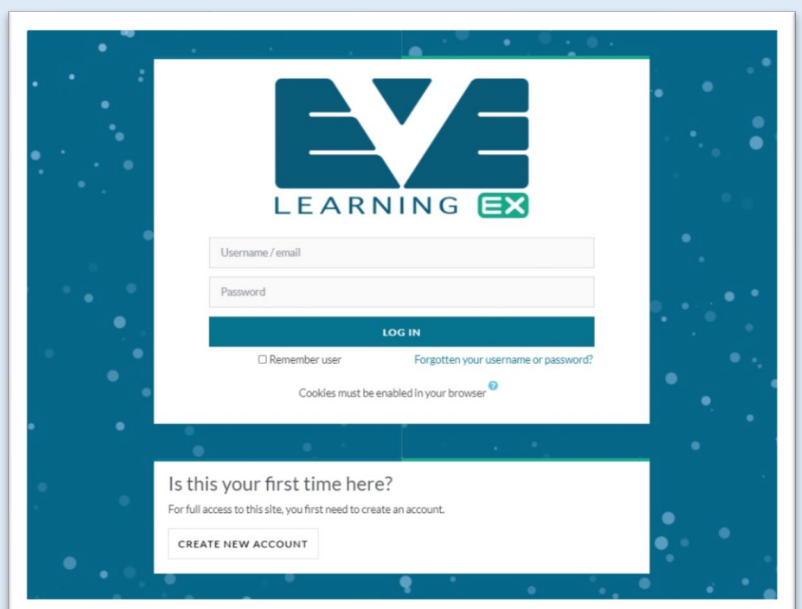
Click the “ LOGIN / REGISTER ” button.



### Create an Account

Enter your registered Username and Password to login.

Click “ CREATE NEW ACCOUNT ” if this is your first time here.  
You must create an account to complete training with Eve Learning.





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### Register

Enter your details to create an account.

It is important to remember:

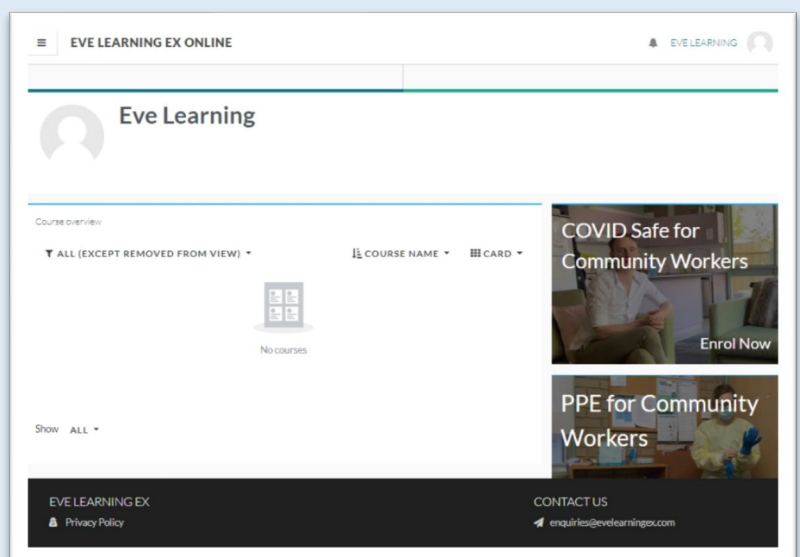
- Fields marked **i** are **required** to register with Eve Learning.
- Choose a Username and Password you can remember.
- Enter an email address you can access. This will be used to validate your registration.
- Select your sector of work.

After creating your account please check your email inbox and if the email doesn't appear within a few minutes check your spam and junk folders.

Open the email and follow the instructions to activate your account.

### Dashboard

Once you are logged in click on the courses on the right of the page to enrol.

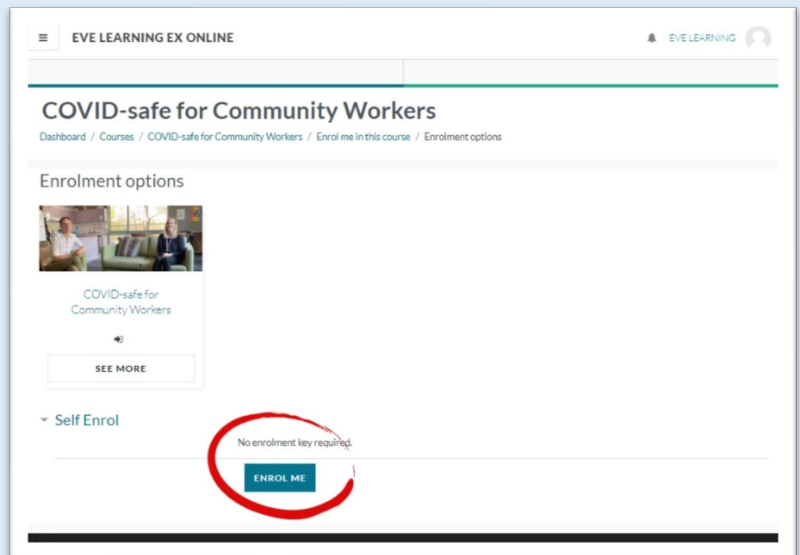




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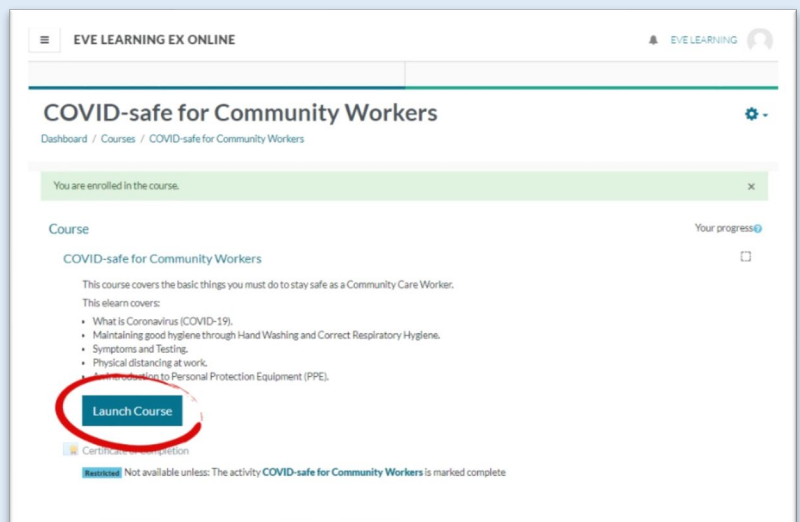
### Enrol in a Course

Click the “ ENROL ME “ button at the bottom of the page.



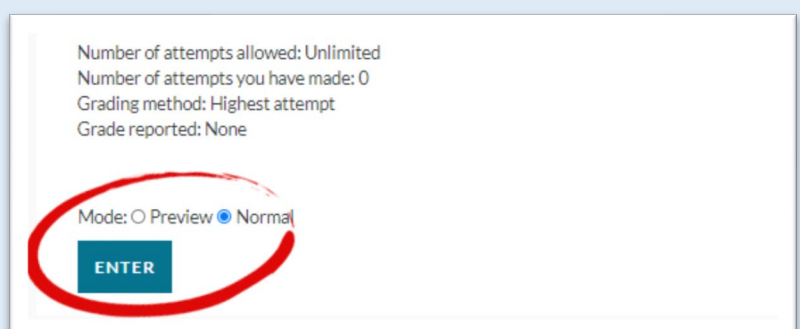
### Access a Course

After you enrol you will be able to “ Launch Course “ and get started.



The default “Mode: Normal” will record your completion and provide a certificate for this course.

Using “Mode: Preview” will not record your progress, completion or generate a certificate.





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### Complete the Course

Ensure you read everything carefully and complete all topics and activities in the course.

The screenshot shows the course introduction page. At the top, there is a video thumbnail with the title "COVID-safe for Community Workers" and a "START COURSE" button. Below the video, there is a paragraph of text: "This short course shows how to keep yourself safe at work. When you work in Community Care there are some things you must learn to do every day and every time." Below this, it says "It will take about 20 minutes to complete. Scroll down the page to continue. At the end of each section click on the Continue button to move on." At the bottom, there is a table of contents for "COMMUNITY W & COVID-19" with two items: "What is Coronavirus?" and "The very best thing we can do", each with a radio button.

Each topic can be revisited using the menu on the left side. The side menu also indicates your status for each topic.

Once all topics have been completed, we welcome and invite you to provide feedback.

You may close the course browser tab or window when prompted.

The screenshot shows the feedback page. On the left, there is a side menu for "COMMUNITY W & COVID-19" with a list of topics: "What is Coronavirus?", "The very best thing we can do", "Symptoms and Testing", "Physical distancing at work", "Personal Protection Equipment", and "Finally". Each topic has a red circle with a white checkmark, indicating completion. The main content area has the heading "Please give us some feedback on this elearn (It'll take just 1 minute)". Below this is a form with the title "COVID-safe for Community Workers" and two questions: "1. Did you enjoy the elearn?" with a progress bar showing "Not at all", "It was alright", and "Very much"; and "2. What did you learn?". At the bottom, there is a message: "We know this is tough for many of us, but be part of the solution. Together we can stay safe."

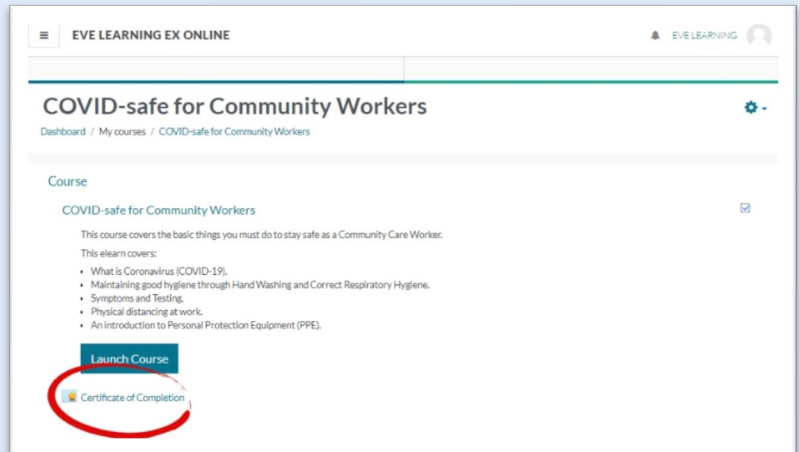


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### Access your Certificate of Completion

After completing a course your Certificate of Completion will be available from within the course page.

Click the link to access your certificate.



You can access your courses from the Eve Learning Dashboard.

